



Employment and Training Specialist

[Employment and Training Division](#)

[Vocational Rehabilitation Division](#)

Job Announcement Code: 15-00213

[Printable Job Announcement](#)

Deadline

August 9, 2015

Salary Information

Starting salary, for PERMANENT positions in DET is \$16.08 - \$18.00 per hour, plus excellent benefits. Starting salary for PROJECT positions in DVR is \$16.08 - \$27.87. The salary offered to selected candidate(s) will depend on the amount of relevant experience and qualifications of the candidate. This classification is in Pay Range/Schedule 12-64. Pay upon transfer, demotion or reinstatement is based on the compensation rules applicable to the transaction. A 6 month probation is required.

Introduction

The Department of Workforce Development is filling Employment and Training Specialist positions across the State. These positions are located within the Division of Employment and Training (DET) and the Division of Vocational Rehabilitation (DVR). Within the DET, positions work to promote economic and workforce development, employment and training, and career development and are located in Job Centers. Positions in the DVR are tasked with expanding competitive employment opportunities for persons with disabilities by establishing partnerships with community agencies and representing Vocational Rehabilitation to the business community.

The DET is currently recruiting to fill a position in its La Crosse office. The hiring list generated by this recruitment may be used to fill full-time or part-time vacancies that may occur in the next 6-12 months. Some vacancies may require bilingual skills (Spanish/English or Hmong/English). Please make sure you indicate these skills on your application if applicable.

This list may also be used to fill Employment and Training Specialist positions that are Disabled Veteran Outreach Program (DVOP) positions in DET (which must be filled by a veteran with a service-connected disability), or Project-05 appointments, or Limited Term Employment. Veterans are strongly encouraged to apply, especially those with a service-connected disability rating of at least 30%.

Current state employees eligible to transfer must take the exam in order to receive consideration for these opportunities.

Job Duties

Specialists in the DET - Provide customer service to a diverse group of persons that include underemployed or unemployed job seekers and career-changing workers. Services include skills training, case management, mentoring, job search assistance, placement, career development, retention, and career advancement. Customer support is provided one-on-one and in groups, in person, via the internet, and over the phone. The position provides services primarily in Job Centers, but is expected to travel and provide outreach services to high schools, technical colleges, community based organizations, and other locations as necessary.

Specialists in the DVR - Provide support involving skills training, case management, mentoring, job search assistance, placement, career development, retention, and career advancement to DVR job seekers while meeting the needs of area businesses. Other responsibilities include identifying and meeting business workforce needs, conducting business outreach and recruitment activities, and maintaining communication and working relationships with workforce partners and area businesses.

Special Notes

The Permanent positions require a 6-month probationary period. The Project 05 positions are not eligible for all benefits and pay adjustments available to persons in a permanent positions. Limited Term Employment positions are not eligible for any benefits.

Required Knowledge, Skills and Abilities

Knowledge of: effective customer service methods; methods to deal with difficult persons and situations calmly and with tact (e.g., an angry customer); oral and written communication methods; knowledge of a variety of occupations; employment and training needs of low income, underemployed, and other groups of persons facing substantial barriers to employment; record keeping and record management techniques; and use of computers, commercial software, and the internet.

Ability to: work cooperatively with co-workers as part of an office team, to coordinate and network with other agencies, and to interact professionally; interpret detailed information; get along with diverse populations; to work in a multi-agency setting in a cooperative and productive manner; and to adapt and respond quickly to change; use problem solving techniques.

Organizational and time management skills.

Background Check

Due to the nature of this position, a criminal background check may be conducted prior to making an offer of employment.

How to Apply

You are required to apply and take an examination online. The exam is available at [WiscJobs](#). Before you begin the on-line exam process, please use the "Preview Exam" feature to determine if you are interested in and qualified for this position.

Questions regarding the examination can be directed to Tammy Haack at (608) 266-7757 or TSHJobs@dwd.wisconsin.gov.

VETERAN APPLICANTS: Veteran's with a service-connected disability must complete the online exam AND send a copy of their DD-214 document indicating honorable discharge as well as their disability document to Christine Goslawski at: CMGJobs@dwd.wi.gov.

All other veterans must complete the exam and send a copy of their DD-214 document indicating honorable discharge to Christine Goslawski at: CMGJobs@dwd.wi.gov.